

United States  
Environmental Protection Agency  
Washington, DC 20460

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PROCUREMENT REQUEST/ORDER

1. Name of Originator <b>PAUL KAHN</b>		2. Date of Requisition <b>05/12/03</b>					
3. Mail Code <b>MS-211</b>		4. Telephone Number <b>(732) 321-6617</b>					
5. Date Item Required <b>ASAP</b>							
6. Signature of Originator <i>Paul Kahn</i>		7. Recommended Procurement Method <input type="checkbox"/> Competitive <input type="checkbox"/> Other than full and open competition <input type="checkbox"/> Sole source small purchase					
8. Deliver To (Project Officer) <b>Paul Kahn</b>		9. Address <b>2890 Woodbridge Ave. Edison, NJ 08837</b>					
10. Mail Code <b>MS-211</b>		11. Telephone Number <b>(732) 321-6617</b>					
12. Suggested Source (Name, Address, ZIP Code, Phone/Contact) <b>ETI 7870 Villa Park Road Suite #400 Richmond, VA 23228</b>		13. Amount of money committed is: <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Original <input type="checkbox"/> Cancellation					
14. For Small Purchases Only: Contracting Office is authorized to exceed the amount shown in Block 26 by 10% or \$100, whichever is less. <input type="checkbox"/> Yes <input type="checkbox"/> No							
15. Approvals							
a. Branch/ Office <b>BRUCE SPRAGUE CHIEF, REG2 ERRO RPB</b>		b. Date <b>5/13/03</b>					
c. Division/ Office <b>GEORGE PAVLOU ERRD DIVISION DIRECTOR, REG2 ERRO DO</b>		d. Property Management Officer/ Designee  Date					
e. Funds listed in Block 26 and Block 14 (if any) are available and reserved. (Signature and phone number of Certifying Official) <b>ESTHER SEABROOK BUDGET ASSISTANT, REG2 OPM FMB</b>		f. Other (Specify)  Date					
16. Date of Order		17. Order Number					
18. Contract Number (if any)		19. Discount Terms					
20. FOB Point		21. Delivery to FOB Point by ON or before (Date)					
22. Person Taking Order/ Quote and Phone Number							
23. Contractor (Name, address, ZIP Code)		24. Type of Order <input type="checkbox"/> a. Purchase <input type="checkbox"/> b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract. (See Block 19) <input type="checkbox"/> Oral <input type="checkbox"/> Written <input type="checkbox"/> Confirming					
25. Schedule							
Item Number (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Estimated Unit Price (e)	Unit Price (f)	Amount (g)	Quantity Accepted (h)
	Commit \$25,000 for CERCLA Removal Action for contract to ETI for site work to be performed at the Skybel Tissue Site, Greenwich, Washington County, New York. Site ID# S2  This amount brings the total committed for all contracts (sum of DCNs) to \$390,000 for mitigation contracting for this site. Providing a total project ceiling of \$754,000. Funding authorized by George Pavlou, Director, ERRO, approval of Action Memo dated 12/17/02. Contract No. 68-S2-99-08						
						Total \$	25,000
26. Financial and Accounting Data							
Line	DCN (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	SFO
1		03	T	2ADOE	50102D	2505	22
2							
3							
	Amount	Site/Project (Max 8)	Cost Org/Code (Max 7)				
1	25000.00	02SZRV00	C001				477715
2							
3							
27. United States of America By (Signature)				28. Typed Name and Phone of Contracting Officer		Phone	